



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
www.cccounty.us/hr

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FINAL FILING DATE: December 2, 2016

ORAL INTERVIEW: To Be Announced

SENIOR EMERGENCY PLANNING COORDINATOR

Monthly Salary Range: \$5,947-\$7,229

Bargaining Unit: Local 21 - Non-Supervisory Management

THE POSITION

Contra Costa County Office of the Sheriff and Health Services Department are both offering an excellent career opportunity for individuals interested in an Emergency Planning Coordinator position. There is currently one (1) Senior Emergency Planning Coordinator vacancy in the Emergency Services Division and an anticipated Emergency Planning Coordinator vacancy in the Health Services Emergency Response Unit.

Senior Emergency Planning Coordinator oversees the development of comprehensive disaster plans; coordinates assigned functions of the Operational Area Emergency Services Program, Community Warning System (CWS), or the Health Emergency Response Unit.

Responsibilities include developing and maintaining countywide emergency preparedness response and recovery programs, coordinating with cities, special districts, local industry, business, non-profit organizations, and state and federal government agencies on issues related to emergency preparedness, community warning systems and public warning protocols; developing and presenting briefings to elected officials and county and city executives; providing advice, specialized assistance, and coordination of training for county departments, cities, specialized teams, organizations, safety fairs, and the general public on emergency preparedness training; reviewing Federal financial assistance, including grant applications and recovery claims for county departments, and cities; and acting Emergency Response Unit community liaison.

In the Office of Sheriff, the Senior Emergency Planning Coordinator will serve as the primary contact for the Sheriff's Dispatch 24 hour service unit.

The eligible list created as a result of this recruitment will remain in effect for six (6) months and may be used to fill future vacancies.

MINIMUM QUALIFICATIONS

License Required: Possession of a Valid California Motor Vehicle Operator's License.

Out of State valid Motor Vehicle Operator's license will be accepted during the application process

Education: Possession of a Bachelor's degree from an accredited college or university with a major in emergency management, public, business, or health administration, public health, human services, administration of justice, communications, or a closely related field.

Experience: Two (2) years of full-time (or its equivalent) experience performing emergency preparedness planning activities **or** one (1) year experience as an Emergency Planning Coordinator for Contra Costa County.

Substitution: Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two (2) years.

A completed Supplemental Questionnaire is required.

SELECTION PROCESS

- 1. Application Filing:** All applicants, including County employees, are to apply on-line at www.cccounty.us/hr, and attach the required information as indicated on the job announcement by the final filing date listed above. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. Paper, faxed, or late applications will not be accepted. To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description.
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
- 3. Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. (Weighted 100%)

As part of the application process, an applicant may be required to fill out a Conviction History form. Please note that the Conviction History form should only be submitted when requested.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

CONTRA COSTA COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

OPEN ONLY: November 21, 2016 TW/cu

Exam Number: 9GWB-2016A

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.